



VESPERMAN
f a r m s

VESPERMAN FARMS EMPLOYEES

Ice Cream Truck Pre-Event Checklist

Last Updated: June 2020

PRE-EVENT CHECKLIST

- Check the messages on the phone (passcode: 1238149#)
 - Write down any messages for Caitlin to follow up (see message form below)
- Check the day's schedule for any special notes, stocking instructions, location, etc. (details are on the calendar application on the phone)
- Double check the truck – stocking and equipment
 - Eight flavors of ice cream for scooping (plus 6 additional tubs below)
 - All flavors into pint cooler
 - Dishes (check the box to see how full it is)
 - Cones (always have an extra full box in the truck)
 - Napkins and two napkin holders
 - Plastic spoons and containers
 - Tasting spoons and container
 - Gloves
 - Soap
 - Dish Towels (4-5)
 - Two garbage bins (one for outside the truck, one for inside the truck)
 - Garbage bags
 - Menu sign and menu cards (double check sign to flavors)
 - Ice cream tokens
 - Case of bottled water
- Fill the water tank
- Check all equipment
- Set up iPad, set up cash drawer, and bring in petty cash bag
- Flag
- Key for service window

Unplug truck for departure (follow procedure below)

1. Flip the red battery kill switch downward to ON. Switch is located on the front grill of the truck.
2. Press the START button until the generator starts. Button is the black button above the sink.
3. Flip the transfer switch (red handle on grey box by sink) from PLUG IN to GENERATOR.
4. Unplug cord from wall and coil up in truck.
5. START TRUCK.